

2019

Board of Public Accountancy
1000 Washington Street, Suite 710
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www.mass.gov/dpl/boards/pa

DUE BY
AUGUST 1, 2019

CPA FIRM RENEWAL AFFIDAVIT

1. Firm Name: _____ Firm License No. _____

2. Address: _____
No. Street City/Town State Zip Code

3. Phone No. (____) _____ Federal ID No. _____

4. **List names of all Massachusetts CPA's in an ownership position (shareholders, partners, and members),** license number and license expiration date. Firms with one CPA owner that have multi names and/or use "& Co. or & Assoc." in the firm name, must list on the reverse side of this form the name and other information of at least one full-time CPA employee with a Massachusetts CPA license. If the firm has Non-CPA owners, please complete the reverse side of this form. Non-CPA owners are not allowed in Professional Corporations. (Please attach sheet, if additional space is needed)

Name of CPA(s) in ownership position	License No.	Expiration Date

5. Has the firm issued reports (audits, review or compilation) on financial statements within last 3 years YES ☐ NO ☐
6. If NO to question 5, skip numbers 7 thru 9
7. If YES to question 5, has the firm undergone a Quality Review of the report practice? YES ☐ NO ☐
8. If NO to question 7, briefly provide reason _____
9. If YES to question 7, which RAB has accepted the QR? _____

American Institute of Certified Public Accountants ☐Mass. Association of Accountants ☐Mass. Society of Certified Public Accountants ☐New England Peer Review, Inc. ☐National Conference of CPA Practitioners ☐

If other, please provide the name of this Review Acceptance Body: _____

ITEMS TO BE SUBMITTED WITH THIS RENEWAL AFFIDAVIT:

10. BC, PC, LLC and LLP must submit a copy of the most recent Annual Report as filed with the Massachusetts Secretary of State, Corporation Division.
11. A copy of the Massachusetts CPA license of all CPAs in ownership positions. Firms with one owner that have multi names and/or use "and Company" or "and Associates" in the firm name must include a copy of at least one full-time CPA employee's license. All license(s) must reflect an expiration date of June 30, 2020 or 2021.

I certify that, to the best of my knowledge, the information listed herein and on the reverse side is true and accurate. If applicable, I further certify that the above named CPA firm is current and in good standing with the Massachusetts Secretary of State's Corporation Division and that the firm maintains insurance or a capital program as per 252 CMR 4.02. I agree that within 30 days, I will report any changes in the firm's name, including any changes in ownership positions and full-time CPA employees and to rectify any firm name rule non compliance within six months. Firm name non compliance exists when a firm with multiple CPA owner's names in the firm name or a firm name with the designation "and Company" or "and Associates" has only one CPA owner and no full-time CPA employees. If the firm has a name change, such change cannot be made on the License Renewal Form or the Renewal Affidavit without attaching verification that the name has been amended at the Massachusetts Secretary of State, Corporation Division. I will report the dissolution of the firm immediately to the Board, with a copy of the Articles of Dissolution from the Massachusetts Corporation Division.

Signed under the pains and penalties of perjury this _____ day of _____, 20____.

PRINT NAME of CPA Managing Partner/Member/Shareholder

SIGNATURE CPA Partner/Member/Shareholder

-OVER-

FIRMS WITH ONE CPA OWNER THAT HAVE MULTI NAMES AND/OR USE " AND COMPANY" or "AND ASSOCIATES " IN THE FIRM NAME.

Name of Full Time CPA Employee	Date Hired	License No.	Expiration Date

NON-CPA OWNER(S) OF PARTNERSHIPS, BUSINESS CORPORATIONS, LIMITED LIABILITY COMPANY OR LIMITED LIABILITY PARTNERSHIPS.

The CPA managing shareholder or member (owner) whose signature appears on the front of this form certifies that the following Non-CPA owner(s) of this firm have complied with the provisions of the Massachusetts General Laws, Chapter 112, S. 87B½ and the Rules & Regulations, 252 CMR 3.05 and 4.00.

Name of Non-CPA Owner	Date of Admission	Professional/Vocational License Held	State/License No.

All Non-CPA owners are or conform to the following:

- (1) Natural persons active full-time in the firm or affiliated entities as described in 252 CMR 3.05.
- (2) Do not hold themselves out as CPAs or sign accountant's reports on financial statements.
- (3) The firm and its ownership including Non-CPA owners comply with all other requirements of 252 CMR.

Further, the firms' CPA manager attests that all Non-CPA owners assent to the following condition:

- (1) None have been convicted of a felony or of any other crime, an element of which is dishonesty or fraud, under the laws of any state of the United States or of any other jurisdiction if the acts committed would constitute a crime under the laws of the Commonwealth; or
- (2) Had a professional or vocational license or the right to practice a profession or vocation revoked or suspended for reasons other than nonpayment of dues or fees or if the person has voluntarily surrendered a professional or a pending disciplinary investigation and not reinstated by a licensing agency of any state or the United States, or of any other jurisdiction; or
- (3) Has been or is in violation of any rule or regulation regarding character or conduct adopted in 252 CMR 3.00; or
- (4) Fails to timely file a report of the conditions set forth above as required by section (b), subparagraph 4 of M.G.L. c.112, section 87B½.

The Massachusetts Secretary of State's office will not allow Non-CPA owners in CPA Professional Corporations and the Board revised its regulations on January 3, 2003 to license Business Corporations. In that process, the Board decided to increase the insurance requirements for Business Corporations, LLPs and LLCs, so review 252 CMR 4.00 for details. These entities must maintain sufficient insurance to comply with the license renewal requirements of M.G.L. c. 112, § 87B½, and 252 CMR.

Please review the Board's rules and regulations 252 CMR 3.05 for further guidance on firm names, which cannot include the names of non-CPA owners or include the designation "and Company" or "and Associates" unless there are more than one CPA owner or at least one full-time CPA employee with a MA license.

Signed under the pains and penalties of perjury this _____ day of _____, 20_____.

PRINT NAME of CPA Managing Partner/Member/Shareholder

SIGNATURE CPA Partner/Member/Shareholder